

BranchApplication
Jurisdiction-Specific Requirements



MASSACHUSETTS DEBT COLLECTOR LICENSE

Instructions

1. Please read this document, as well as the instructions on the Uniform Debt Collector Branch Office Form (Form DC3) and Uniform Debt Collector Biographical Statement & Consent Form (Form DC2) carefully. Incomplete license application packages will not be accepted and will be returned to the applicant.
2. Each branch location desiring to conduct business under this license authority must be separately authorized and will require a filing of Form DC3.
3. The License Fee is \$1,000.00 annually and is required to be paid after the Commissioner of Banks approves an application. Please do not remit the license fee with the application.
4. The License Application Investigation Fee is \$300.00 and is required to be submitted with the application. The Investigation Fee is NOT REFUNDABLE.
5. Below is a checklist detailing all application requirements. Please submit a complete application package to the address below:

*Massachusetts Division of Banks
Attn: Licensing Unit
1000 Washington Street
Boston, MA 02118*

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	BRANCHAPPLICATION FORM. Submit a complete and notarized Uniform Debt Collector Branch Office Form (FORM DC3).
<input type="checkbox"/>	<input type="checkbox"/>	INVESTIGATION FEE. Remit a check for \$300.00, payable to the Commonwealth of Massachusetts, for the License Application Investigation Fee.
<input type="checkbox"/>	<input type="checkbox"/>	FORM DC2. Submit a complete and notarized Uniform Debt Collector Biographical Statement & Consent Form (FORM DC2) for the Branch Manager.

<input type="checkbox"/>	<input type="checkbox"/>	AUTHORIZATION FOR BACKGROUND CHECK AND RELEASE. Provide an executed original copy of the CORI REQUEST FORM , and a copy of the individual's government issued photographic form of identification, for the Branch Manager.
<input type="checkbox"/>	<input type="checkbox"/>	DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any "Yes" answer to any of the "Disclosure Questions" on Forms DC2 or DC3.
<input type="checkbox"/>	<input type="checkbox"/>	CREDIT REPORT. Submit a credit report for the Branch Manager, dated not more than 30 days prior to the filing of the application, and attach a detailed explanation of any adverse reporting and third party evidence of resolution or settlement, if applicable.

WHO TO CONTACT – Contact Division of Banks licensing staff by phone at 617-956-1500 ext.554 for additional assistance.

YOU ARE NOT AUTHORIZED TO ENGAGE IN DEBT COLLECTION ACTIVITIES IN THE COMMONWEALTH OF MASSACHUSETTS UNTIL YOU HAVE OBTAINED LICENSURE IN MASSACHUSETTS.